



# Human Resources

## Job Description

### Position Summary

<p><b>Position Title:</b> ER Tech AEMT- Full Time</p> <p><b>Accountability Level:</b> Staff</p> <p><b>Reports to:</b> EMS Supervisor</p> <p><b>Department/Work Location:</b> EMS/ER</p> <p><b>Classification (exempt/non):</b> Non- Exempt</p> <p><b>Supervising Others (yes/no):</b> No</p>	<p><b>Last Updated:</b> December 2023</p> <p><b>Employee Acknowledgement:</b> I hereby acknowledge receipt and understanding of the requirements and scope of responsibility outlined within this job description. I further acknowledge that the requirements outlined within are not intended to replace policy, nor supersede managerial guidance, and may not fully outline all tasks that may be required in meeting the requirements of the position, nor the service of either internal or external customers.</p> <p><b>Signature:</b> _____</p>
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### Position Description

The ER Tech Advanced Emergency Medical Technician (AEMT) is a staff position of SLHD, responsible for providing care for patients at the appropriate level of care allowed by their respected scope of practice. The ER Tech AEMT position will be expected to maintain their state licensure, and all other certificates and licensure required for AEMT license. The ER Tech AEMT will be expected to maintain skills and medication knowledge by attending training, both in-house and other. The ER Tech AEMT position will be required to respond to 911 activations and patient transfers when scheduled as On-Shift. ER Tech AEMT will be assigned to the ER for regular shifts.

### Desired Education, Certifications and/or Experience

- Licensed as an Advanced Emergency Medical Technician (AEMT) is required

### Responsibilities / Functional Job Description

#### General: Performance Expectations

- Responsible** - works independently, in a safe and appropriate manner. Demonstrates both problem-solving and problem-prevention skills.
- Sensitive** - displays sensitivity to the needs of patients and co-workers. Demonstrates good communications skills and empathy.
- Timely** - recognizes time as a customer's most valuable resource and responds promptly to patients' and co-workers' needs.
- Accurate** - works carefully and precisely, with attention to detail.
- Coordinated** - organizes and delivers service in the proper order. Displays good organization skills and utilizes resources wisely.
- Thorough** - meets all the requirements of his/her position. Can evaluate and follow up on his/her services.

#### General: Teamwork and Service Expectations

- Display** and encourage sensitivity to the needs of patients, visitors, and co-workers.
- Treat** others with consideration, courtesy, and respect.
- Perform** duties willingly and with initiative; share necessary information so co-workers can do the same.
- Remain composed** and take actions to restore calm in stressful situations.
- Demonstrate judgment** and tact when dealing with others.
- Cooperate** with other hospital departments and work groups.
- Communicate** effectively with patients, visitors, and co-workers; take action to clarify information received from others.

#### Role Specific: Work role responsibilities

- Provides care and support to patients in the emergency room by their respected scope of practice.
- Directly assists with patient access and patient care as a working member of the nursing team.
- Responds to 911 activations and patient transfers while scheduled on-shift in the emergency room.
- Work collaboratively with other Emergency Responder agencies for effective scene mitigation and management
- Performs shift checks on ambulances and equipment when assigned to do so.
- Completes Emergency Vehicle Operator Training Course
- Able to fill out admission work for ER and inpatients. Perform some clerical duties, such as answering the telephone.
- Phone doctors, lab, respiratory, radiology and give explicit, pertinent information. (Cannot accept verbal orders from a physician/provider)
- Perform responsibilities as a registrar in the ER.



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23. Makes consistently sound decisions, effectively synthesizing logical reasoning based on objective data with emotional reasoning based upon subjective experiences of all parties involved.
24. Engage with employees, visitors, and patients in a courteous and supportive manner, providing additional assistance as necessary.
25. Knowledge of current policies and procedures of SLHD.
26. Restock supplies, report malfunctioning or defective equipment through maintenance requests, perform light housekeeping duties to maintain work area clean.
27. Maintain a clean and orderly work area.
28. Medication administration will only occur within AEMT scope of practice.
29. Able to correctly obtain and label specimens and deliver to Lab.
30. Knowledge of Crash Cart and use of all equipment within the Crash Cart.
31. Able to follow chain of Command in ER.
32. Maintain a clean authorized EMS uniform.
33. Must be able to perform personal care skills and assist nursing team on Acute Care floor.
34. Attending regular dept meetings, in-service and educational programs.

### Desired Knowledge, Skills & Abilities

1. Knowledge of state and federal regulations, policies, and procedures governing Emergency Medical Services operations
2. Ability to follow clear directions.
3. Skill in accuracy and attention to detail
4. Ability to maintain confidentiality.
5. Ability to handle stressful situations and react appropriately.
6. Ability to exercise good judgement in appraising situations and making decisions.
7. Ability to work and interact effectively and positively with other staff members to build and enhance teamwork across SLHD departments.
8. Ability to verbally communicate effectively.
9. Ability to operate various types of medical equipment in the ER.
10. Ability to utilize CPSI.
11. Ability to read, write legibly and calculate mathematical figures.
12. Ability to solve practical problems and deal with a variety of variables.
13. Ability to manage multiple assignments/projects; meet timelines and prioritize responsibility.
14. Ability to maintain a driver's license and ability to travel distances for multiple days as necessary.
15. Ability to exercise good judgement in appraising situations and making decisions.
16. Ability to work and interact effectively and positively with other staff members to build and enhance teamwork across SLHD departments.
17. Ability to communicate to complete responsibilities effectively.
18. Ability to see to use computer efficiently and read correspondence such as emails and organization wide communication.
19. Proficiency with Microsoft office products (excel, word, PowerPoint, etc.)

### Equal Employment Opportunity

South Lincoln Hospital District will provide equal opportunity employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, color, gender, age, national origin, ancestry, religion, physical or intellectual disability, marital status, parental status, sexual orientation or any other category protected by law.

### Americans with Disabilities Act (ADA) Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, or crouch. The employee must regularly lift and/or move up to 20 pounds.